

CONFIDENTIAL

21 DEC 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
21 December 1973**

1. Co-Op and Summer Intern Program:

a. Thirty-eight completed applications have been received for the Summer Intern Program. Seven of these applicants have been accepted and placed in process.

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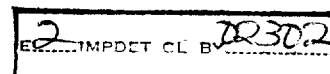
b. [REDACTED] the Coordinator for Cooperative Programs discussed our program with the Director of Cooperative Education for the Northern Virginia Community College, which now has 19,000 students on five campuses. Our offices have so far shown little interest in co-ops in two year programs but about one third of the students transfer to four-year institutions and we could co-op with these students. In addition to the traditional alternating co-op program they have a "parallel" program where the student goes to school full-time and works part-time. We may wish to explore this program with secretarial science majors to help in relieving our periodic clerical shortages.

c. OTS has dropped its requirement for two co-ops in disguise work. They will, though, need three new engineers and a chemistry major to meet their co-op requirements.

2. Retirement Activities:

	<u>CIARDS</u>	<u>CS</u>	<u>TOTALS</u>
Actual Retirements (1 July 1973 - 19 December 1973)	27	55	82
Signed to Retire Thru 31 December 1973	<u>43</u>	<u>60</u>	<u>103</u>
Total	<u>70</u>	<u>115</u>	<u>185</u>
Disabilities Pending	22	18	40

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3. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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[REDACTED] -- Office of Medical Services --
Contract Employee -- 90 day contract.

Also, the following retired annuitants were terminated:

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[REDACTED] -- Office of Training --
Independent Contractor.

25X1A

[REDACTED] -- Office of Training --
Independent Contractor.

4. Position Management:

a. The survey report for the Office of Strategic Research is being reviewed preparatory to forwarding to OSR. Job descriptions are being completed.

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b. The [REDACTED] survey is proceeding on schedule. We anticipate completion in January.

c. Work continued on the development of the survey report for NPIC. We expect this survey will be completed by January.

5. Credit Union Dividend: A dividend of 6 1/4% for the quarter ending 31 December 1973 has been declared.

Things to Come

1. The annual GEHA meeting for all members is scheduled for 1000 hours, 23 January 1974. In anticipation that the President will sign the law which increases the Government contribution for the Federal Employees Health Benefits Program, we are preparing a notice for distribution after he signs the bill.

2. Recruitment Division has invited the Office of Scientific Intelligence to nominate an officer to participate in forthcoming recruiter visits to Purdue University and the University of Illinois.

(Signed) F. W. M. Janney

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Director of Personnel

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